

2009 Spring Attendance Collection – File Upload

VERIFYING STUDENT ENROLLMENTS

Use Student Information Reports or Ad Hoc Filters to verify data entry to ensure that all students are enrolled.

Enrollment Summary Report: The ***Enrollment Summary Report*** counts students by *School*, *Race/Ethnicity* and *Gender*.

From the **NAVIGATION TOOLS**, expand the **Student Information** module. Expand **Reports**.

Select the ***Enrollment Summary*** report. Enter an **Effective Date** (the date you want the information current "as of"). Select the **School(s)** for which you want information. Select ***Generate Report***.

The screenshot shows the 'Enrollments Summary Report' page. The sidebar on the left contains the following links: Home, Home Screen, Add New Page, Selection Guides, Student Information, General, Health, Special Ed, Student Locator, Records, Enrollment Summary (highlighted), Process Compliance, Service Detail, Service Provider Detail, Service Provider Summary, Service Summary, Test Results, Reports, Add New Reporting, System Administration, IT Data Reporting, Account Settings, Account Log, and Log Off.

The main content area has a header 'Enrollments Summary Report' and a sub-header 'This report will list a district-wide breakdown of enrollments summary grouped by school, grade, gender and race'. Below this is a form with a date selector 'Effective Date' set to '10/08/2008'. A red arrow points from the text 'Which schools would you like to include in the report?' to a dropdown menu showing 'All Schools', 'Violet High School', and 'Violet Family School'. Another red arrow points from the text 'Enter an Effective Date and Select a School' to the same dropdown menu. At the bottom, there is a checkbox 'Useless state exclude (Unit include enrollments marked as state exclude)' and a 'Generate Report' button.

[illegible]

School	Total	Percentage
1	100	100
2	100	100
3	100	100
4	100	100
5	100	100
6	100	100
7	100	100
8	100	100
9	100	100
10	100	100
11	100	100
12	100	100
13	100	100
14	100	100
15	100	100
16	100	100
17	100	100
18	100	100
19	100	100
20	100	100
21	100	100
22	100	100
23	100	100
24	100	100
25	100	100
26	100	100
27	100	100
28	100	100
29	100	100
30	100	100
31	100	100
32	100	100
33	100	100
34	100	100
35	100	100
36	100	100
37	100	100
38	100	100
39	100	100
40	100	100
41	100	100
42	100	100
43	100	100
44	100	100
45	100	100
46	100	100
47	100	100
48	100	100
49	100	100
50	100	100
51	100	100
52	100	100
53	100	100
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56	100	100
57	100	100
58	100	100
59	100	100
60	100	100
61	100	100
62	100	100
63	100	100
64	100	100
65	100	100
66	100	100
67	100	100
68	100	100
69	100	100
70	100	100
71	100	100
72	100	100
73	100	100
74	100	100
75	100	100
76	100	100
77	100	100
78	100	100
79	100	100
80	100	100
81	100	100
82	100	100
83	100	100
84	100	100
85	100	100
86	100	100
87	100	100
88	100	100
89	100	100
90	100	100
91	100	100
92	100	100
93	100	100
94	100	100
95	100	100
96	100	100
97	100	100
98	100	100
99	100	100
100	100	100



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EDITING STUDENT INFORMATION (OPTION 1)

Enrolling New Students:

Students new to the district (transfer students, students entering school for the first time) need to have a State Student ID located or assigned and an enrollment record created.

Select the 08-09 **Year** and the **School** from the **TOOLBAR**.

From the **INDEX**, expand **Student Information** and select **Student Locator**. Type in the **First Name**, **Last Name** and **Gender** of the student. Click **Search**.

A list of potential matches will appear on the right. If the student is a match, click on that student's name. Enter the student's demographic and enrollment information. Click **Save**.

If the Student Locator returns "No matches found", or if the student's name does not match those listed, click **Create New Student**. Enter the student's demographic and enrollment information. Click **Save**.

Note: See "Using Student Locator" at the end of this Quick Reference Guide.





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EDITING STUDENT INFORMATION (OPTION 1)

Changes to Demographic Information:

If a student has an error in demographic information (misspelled **Name**, wrong **Birthdate**, error in **Race/Ethnicity**, missing **Student Number** (local ID)), those changes can be made under **Census**.

From the **NAVIGATION TOOLS**, select **Census** and **People**. Make any changes on the **DEMOGRAPHICS** tab. I

If the student has a legal name change, click on the **IDENTITIES** tab. Select **New**. Enter the student's new last name and all other demographic information. Click **Save**.

The student will now have two identity records, with the most current record being the name displayed on the *User Interface* and all other reports. A search for the student under either name will yield a match.





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EDITING STUDENT INFORMATION (OPTION 1)

Changes to Enrollment Information:

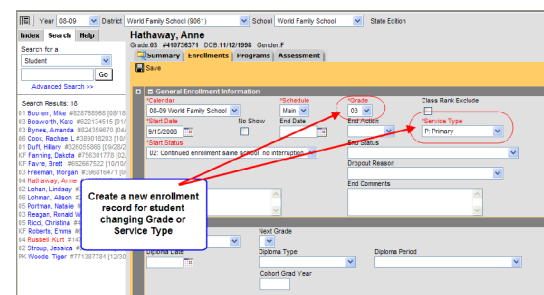
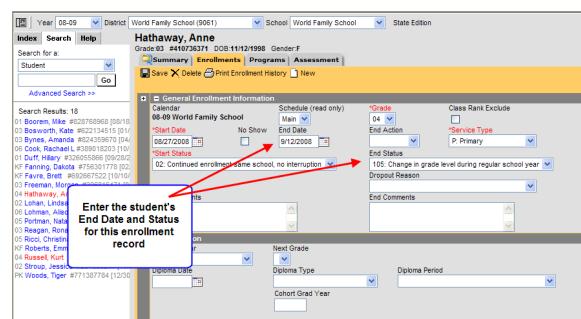
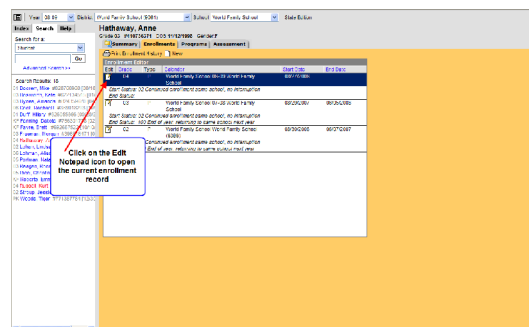
If a student has changes to **Grade Level**, **Start Date**, **Start Status**, **End Date**, **End Status** or **Service Type**, make those changes in the student's enrollment record.

From the **NAVIGATION TOOLS**, select **Student Information** and **General**. Click on the **ENROLLMENT** tab. Open the current enrollment record by clicking on the **Edit Notepad** icon. Edit the enrollment information and click **Save**.

If a student has a change in **Grade** (student moves from first grade back to Kindergarten) or if the student has a change in **Service Type** (e.g., moves from *N: Special Ed Services* to *P: Primary*), a new enrollment record needs to be created.

Enter the student's **End Date** and **End Status** (105: *Change in grade level during regular school year*) for the current enrollment record. Click **Save**.

Select **New** and enter the student's **Start Date** and **Start Status** (02: *Continued enrollment same school, no interruption*) for the change in **Grade** and/or **Service Type**.





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EDITING STUDENT INFORMATION (OPTION 2)

Student Demographic File:

Extract the *Student Demographic* file from your local Student Information System (SIS).

Open the file and verify that the header row and the data rows are properly formatted.

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select **MT Data Upload**. From the **Import Type**, select *Student Demographics*. **Under Work to Perform**, select *Validate and Test*. Browse for the file and click **Upload**.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to *Load Partial File* and upload the file.

Select the **Click Here** for State ID's on the **Import Results Summary**. Save the file and import into your local SIS.

HO	09/22/2008	08:35:58	MT9.1
SD	9061	15	Moore Alecia
SD	9061		Russell Kurt
SD	9061	11	Portman Natalie
SD	9061	5	Stroup Jessica
SD	9061	14	Lohman Allison
SD	9061	6	Lohan Lindsay
SD	9061	3	Duff Hillary
SD	9061	13	Cook Rachael Lee
SD	9061	9	Hathaway Anne
SD	9061	12	Ricci Christina
SD	9061	8	Bosworth Kate
SD	9061	16	Rodriguez Michelle
SD	9061	7	Bynes Amanda
SD	9061	4	Boorem Mike

Results:
File Name: SD_9061_09222008.tsv
Processing Started Time: Mon Sep 22 08:38:57 MDT 2008.
Processing Finished Time: Mon Sep 22 08:39:02 MDT 2008.
Total Time To Process File: 4.25 seconds.

0 Records Inserted
14 Records Changed.
0 Records Deleted.
0 Records No Changes

[Click here](#) to download the Student Demographics file with these new ids.

Error Count:0
Warning Count:0

Error Detail:
Line Number Error Message Content
No Errors

Warning Detail:
Line Number Warning Message Content
No Warnings

Annotations:
- A red arrow points from the text "Use the Click Here link to download the new State ID's" to the "Click here" link.
- A red arrow points from the text "This tells you how many errors you have and where those errors are" to the "Error Detail" section.



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EDITING STUDENT INFORMATION (OPTION 2)

Student Enrollment File:

Extract the *Student Enrollment* file from your local Student Information System (SIS).

Open the file and verify that the header row and the data rows are properly formatted.

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select ***MT Data Upload***. From the **Import Type**, select *Enrollments*. Under **Work to Perform**, select *Validate and Test*. Browse for the file and click ***Upload***.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to *Load Partial File* and upload the file.

EN_9061_09222008.tsv - Notepad									
File	Edit	Format	View	Help					
HD	09/22/2008	10:26:14	MT9.1						
EN	9061	9399	1	756301778	1	Fanning Dakota	P	08/27/2008	01
EN	9061	9399	1	609355549	2	Roberts Emma	P	08/27/2008	01
EN	9061	9399	1	284866247	3	stroup Jessica	P	08/27/2008	02
EN	9061	9399	1	317891368	6	Lohan Lindsay	P	08/27/2008	02
EN	9061	9399	1	326055866	3	duff Hillary	P	08/27/2008	02
EN	9061	9399	1	828768968	4	Boorem Mike	P	08/27/2008	02
EN	9061	9399	1	671218379	27	Reagan Ronald	P	08/27/2008	06
EN	9061	9399	1	184012616	11	Portman Natalie	P	08/27/2008	02
EN	9061	9399	1	294521875	14	Lohman Atilson	P	08/27/2008	02
EN	9061	9399	1	389018203	13	Cook Rachael	P	08/27/2008	02
EN	9061	9399	1	410736371	9	Hathaway Anne	P	08/27/2008	02
EN	9061	9399	1	415512566	12	Ricci Christina	P	08/27/2008	02
EN	9061	9399	1	622134315	8	Bosworth Kate	P	08/27/2008	02
EN	9061	9399	1	824359670	7	Bynes Amanda	P	08/27/2008	02
EN	9061	9399	1	396816471		Freeman Morgan	P	08/27/2008	01
EN	9061	9399	1	771387784		woods Tiger	N	08/27/2008	01
EN	9061	9399	1	692667522		Favre Brett	P	09/15/2008	04
EN	9061	9399	1	147841322		Russell kurt	P	08/27/2008	02

Results:

File Name: EN_9061_09222008.tsv
Processing Started Time: Mon Sep 22 10:20:24 MDT 2008.
Processing Finished Time: Mon Sep 22 10:20:26 MDT 2008
Total Time To Process File: 1.688 seconds.

0 Records Inserted.
14 Records Changed.
0 Records Deleted.
0 Records No Changes.

Error Count:0
Warning Count:0

Error Detail:

Line Number	Error Message	Content
No Errors		

This tells you how many errors you have and where those errors are

Warning Detail:

Line Number	Warning Message	Content
No Warnings		



2009 Spring Attendance Collection – File Upload

EDITING STUDENT INFORMATION (OPTION 3)

Student Demographic File:

Download the Excel Template, **Student Demographics**, from the AIM Webpage (General Information/Excel Templates).

Enter the student demographic information into the template. Check that all columns requiring leading zeros are formatted correctly. (See **Excel Tips** at the end of this Quick Reference Guide)

Delete the first three rows of the Excel Template. Save the file as a *Text (Tab delimited)(*.txt)* file. Open the text file and insert the header row (HD tab Date – MM/DD/YYYY – tab Time – 00:00:00 tab Version – MT9.1) Save the file.

DELETE rows 1, 2, and 3 prior to saving as a text(tab delimited) file.

Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11
Record Type (SD)	District Number	Student's State ID	Student's Local ID	Last Name	First Name	Middle Name	Suffix	Gender	Birth Date	Race/Ethnicity
SD	9061		15	Moore	Alecia			F	09/08/1995	05
SD	9061			Russell	Kurt			M	03/17/1999	01
SD	9061		11	Portman	Natalie			F	06/09/1998	03
SD	9061		5	Stroup	Jessica			F	10/23/2000	04
SD	9061		14	Lohman	Alison			F	09/18/1996	05
SD	9061		6	Lohan	Lindsay			F	07/03/2001	05
SD	9061		3	Duff	Hillary			F	09/28/2001	01
SD	9061		13	Cook	Rachael	Lee		F	10/04/1996	05
SD	9061		9	Hathaway	Anne			F	11/12/1998	01
SD	9061		12	Ricci	Christina			F	02/12/1998	02
SD	9061		8	Bosworth	Kate			F	02/02/2000	05
SD	9061		16	Rodriguez	Michelle			F	07/12/1996	03
SD	9061		7	Bynes	Amanda			F	04/03/2000	02
SD	9061		4	Boorem	Mike			F	08/18/2002	05

Format the columns that require a date or zero padding format

SD_9061_09222008.tsv - Notepad

HD	09/22/2008	08:35:58	MT9.1
SD	9061	15	Moore Alecia
SD	9061		Russell Kurt
SD	9061	11	Portman Natalie
SD	9061	5	Stroup Jessica
SD	9061	14	Lohman Alison
SD	9061	6	Lohan Lindsay
SD	9061	3	Duff Hillary
SD	9061	13	Cook Rachael Lee
SD	9061	9	Hathaway Anne
SD	9061	12	Ricci Christina
SD	9061	8	Bosworth Kate
SD	9061	16	Rodriguez Michelle
SD	9061	7	Bynes Amanda
SD	9061	4	Boorem Mike





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EDITING STUDENT INFORMATION (OPTION 3)

Student Demographic File:

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select **MT Data Upload**. From the **Import Type**, select **Student Demographics**. Under **Work to Perform**, select **Validate and Test**. Browse for the file and click **Upload**.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to **Load Partial File** and upload the file.

Select the **Click Here** for State ID's on the **Import Results Summary**. Save the file and import into your local SIS or copy and paste into the **Student Enrollment Template**.





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EDITING STUDENT INFORMATION (OPTION 3)



Student Enrollment File:

Download the Excel Template, **Student Enrollments**, from the AIM Webpage (General Information/Excel Templates).

Enter the student enrollment information into the template. Check that all columns requiring leading zeros are formatted correctly. (See Excel Tips at the end of this Quick Reference Guide)

Delete the first three rows of the Excel Template. Save the file as a Text (Tab delimited)(* .txt) file. Open the text file and insert the header row (HD *tab* Date – MM/DD/YYYY – *tab* Time – 00:00:00 *tab* Version – MT9.1) Save the file.

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
2	DELETE rows 1, 2, and 3 prior to saving as a text(tab delimited) file.														
3	Record Type (HD)	District	School Number	Calendar Number	Student's SSN	Student's Local ID	Student's Last Name	Student's First Name	Student's Type	Start Date	Start Status	End Date	End Status	Drop Reason	
4	EH	0001	0399	1	75630778	1	Fanning, Dakota	P	08/27/2008	01					
5	EH	0001	0399	1	03055549	2	Roberts, Emma	P	08/27/2008	01					
6	EH	0001	0399	1	28486247	5	Stroup, Jessica	P	08/27/2008	02					
7	EH	0001	0399	1	01789368	6	Lohan, Lindsay	P	08/27/2008	02					
8	EH	0001	0399	1	20070040	2	Buff, Hilary	P	08/27/2008	02					
9	EH	0001	0399	1	02876890	4	Booren, Ivake	P	08/27/2008	02					
10	EH	0001	0399	1	027126379	27	Reagan, Ronald	P	08/27/2008	06					
11	EH	0001	0399	1	084012616	11	Portman, Natalie	P	08/27/2008	02					
12	EH	0001	0399	1	28452875	14	Lohman, Aileen	P	08/27/2008	02					
13	EH	0001	0399	1	038018203	13	Cook, Rachael	P	08/27/2008	02					
14	EH	0001	0399	1	410786271	9	Hathaway, Anne	P	08/27/2008	02					
15	EH	0001	0399	1	415512686	12	Picci, Christina	P	08/27/2008	02					
16	EH	0001	0399	1	022134515	8	Bosworth, Kate	P	08/27/2008	02					
17	EH	0001	0399	1	024396070	7	Byrnes, Amanda	P	08/27/2008	02					
18	EH	0001	0399	1	396816471		Freeman, Morgan	P	08/27/2008	01					
19	EH	0001	0399	1	771807884		Woods, Tegan	N	08/27/2008	01					
20	EH	0001	0399	1	692667522		Faire, Brett	P	09/15/2008	04					
21	EH	0001	0399	1	14784322		Russell, Kurt	P	08/27/2008	02					

IN_001_0972000.xls - Notepad										 	
File Edit Format View Help											
1	2	3	4	5	6	7	8	9	10	11	12
10	09/27/2008	31216144	MTS-1								
11	0901	5399	1	751623718	1	Fanning Dakota	P		08/27/2008		
12	0901	5399	1	690131549	5	Roberts Emma	P		08/27/2008		
13	0901	5399	1	248846847	5	Stroup Jessica	P		08/27/2008		
14	0901	5399	1	317893149	6	Lozan Lindsay	P		08/27/2008		
15	0901	5399	1	326451806	3	Cuff William	P		08/27/2008		
16	0901	5399	1	884274056	4	Booram Hite	P		08/27/2008		
17	0901	5399	1	621725379	27	Reagan Ronald	P		08/27/2008		
18	0901	5399	1	184676168	12	Portan Anita	P		08/27/2008		
19	0901	5399	1	294512877	14	Lohman Alston	P		08/27/2008		
20	0901	5399	1	102700000	12	Reich Rachael	P		08/27/2008		
21	0901	5399	1	410736371	9	Hatway Anne	P		08/27/2008		
22	0901	5399	1	425511366	12	Ricc Christina	P		08/27/2008		
23	0901	5399	1	312184151	10	Edwards Kats	P		08/27/2008		
24	0901	5399	1	042439470	7	Dwyne Amanda	P		08/27/2008		
25	0901	5399	1	102700000	12	Friedman Morgan	P		08/27/2008		
26	0901	5399	1	771817877	9	Woodr Tiffany	N		08/27/2008		
27	0901	5399	1	694764322	12	Favre Brett	P		08/27/2008		
28	0901	5399	1	147843322	12	Russell Kurl P	P		08/27/2008		



2009 Spring Attendance Collection – File Upload

EDITING STUDENT INFORMATION (OPTION 3)

Student Enrollment File:

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select **MT Data Upload**. From the **Import Type**, select **Enrollments**. Under **Work to Perform**, select **Validate and Test**. Browse for the file and click **Upload**.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to **Load Partial File** and upload the file.

Results:

File Name: EN_9061_09222008.tsv
Processing Started Time: Mon Sep 22 10:20:24 MDT 2008.
Processing Finished Time: Mon Sep 22 10:20:26 MDT 2008.
Total Time To Process File: 1.688 seconds.

0 Records Inserted.
14 Records Changed.
0 Records Deleted.
0 Records No Changes.

Error Count:0
Warning Count:0

Error Detail:
Line Number Error Message Content
No Errors

Warning Detail:
Line Number Warning Message Content
No Warnings



2009 Spring Attendance Collection – File Upload

REPORTING SPRING ATTENDANCE (OPTION 1)

Extract the *Attendance – Spring Count* file from your local Student Information System (SIS).

Open the file and verify that the header row and the data rows are properly formatted.

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select ***MT Data Upload***. From the **Import Type**, select *Attendance – Spring Count*. **Under Work to Perform**, select *Validate and Test*. Browse for the file and click ***Upload***.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to *Load Partial File* and upload the file.

[illegible]

```
Results:
File Name: AS_9061_01272009.csv
Processing Started Time: Tue Jan 27 08:18:35 MST 2009.
Processing Finished Time: Tue Jan 27 08:18:35 MST 2009.
Total Time To Process File: 0 seconds.

0 Records Inserted.
0 Records Changed.
0 Records Deleted.
0 Records No Changes.

Error Count:10
Warning Count:0

Error Detail:
Line Number  Error Message                               Content
2            Bad data. There is no calendar with number (1). AS1906191000011679034221818BarrymoreDrew0 000NIF20091
3            Bad data. There is no calendar with number (1). AS190619100001378653630119MilanoAlyssa0 000NIF20091
4            Bad data. There is no calendar with number (1). AS190619100001167846765621DiazCameron0 000NIF20091
5            Bad data. There is no calendar with number (1). AS190619100001193826514422PattBrady0 000NIF20091
6            Bad data. There is no calendar with number (1). AS1906191000011899910962231LuLucy0 000NIF20091
7            Bad data. There is no calendar with number (1). AS190619100001142758772924LopezJennifer0 000NIF20091
8            Bad data. There is no calendar with number (1). AS190619100001112072332326HuntRichard0 000NIF20091
9            Bad data. There is no calendar with number (1). AS190619100001131200892125KnoxRichard0 000NIF20091
10           Bad data. There is no calendar with number (1). AS190619100001156593727119NullChanJackie0 000NIF20091
11           Bad data. There is no calendar with number (1). AS1906191000011134064685NullBrady0 000NIF20091

Warning Detail:
Line Number  Warning Message  Content
No Warnings
```

2009 Spring Attendance Collection – File Upload

REPORTING SPRING ATTENDANCE (OPTION 2)

Download the Excel Template, **Student Spring Attendance**, from the AIM Webpage (General Information/Excel Templates).

Enter the student enrollment information into the template. Check that all columns requiring leading zeros are formatted correctly. (See Excel Tips at the end of this Quick Reference Guide)

Delete the first three rows of the Excel Template. Save the file as a Text (Tab delimited)(*.txt) file. Open the text file and insert the header row (HD *tab* Date – MM/DD/YYYY – *tab* Time – 00:00:00 *tab* Version – MT9.1) Save the file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
2	DELETE rows 1, 2, and 3 prior to saving as a textfile delimited file.																
3	First	First 2	First 3	First 4	First 5	First 6	First 8	First 9	First 10	First 11	First 12						
4	Record Type (RS)	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	Starting Count Absent	Excluding Spring Att'd Days Absent	Appropriate Means of Instruction	Year					
3	AS	9061	9000	1	16793422	10	Bartmore	Drew	0	N	F	2009					
4	AS	9061	9000	1	376653630	19	Milano	Alyssa	0	N	F	2009					
5	AS	9061	9000	1	367486761	21	Uzag	Carleen	0	N	F	2009					
6	AS	9061	9000	1	938256164	22	Pitt	Brad	0	N	F	2009					
7	AS	9061	9000	1	859919862	23	Lu	Luz	0	N	F	2009					
8	AS	9061	9000	1	427657729	24	Lopez	Jennifer	0	N	F	2009					
9	AS	9061	9000	1	140723323	26	Hunt	Bonnie	0	N	F	2009					
10	AS	9061	9000	1	312028921	28	Nelson	Richard	0	N	F	2009					
11	AS	9061	9000	1	649492719	33	Hardy	Jarline	0	N	F	2009					
12	AS	9061	9000	1	116406696	35	Brady	Tom	0	N	F	2009					
13																	
14																	
15																	
16																	
17																	
18																	
19																	
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31																	
32																	
33	33. Check Full Attendance											4					

ID	Date	Time	Name	Score	Grade	Section
AS	06/01	9000	1	167903422	18	Barrymore Drew 0.000 N F 20
AS	06/01	9000	1	378653630	19	Milano Alyssa 0.000 N F 20
AS	06/01	9000	1	167845765	21	Diaz Cameron 0.000 N F 20
AS	06/01	9000	1	938265164	22	Pitt Brad 0.000 N F 20
AS	06/01	9000	1	899910962	23	Liu Lucy 0.000 N F 20
AS	06/01	9000	1	427587279	24	Lopez Jennifer 0.000 N F 20
AS	06/01	9000	1	120723323	24	Hunt Bonnie 0.000 N F 20
AS	06/01	9000	1	312008921	25	Nixon Richard 0.000 N F 20
AS	06/01	9000	1	559372719		Chan Jackie 0.000 N F 20
AS	06/01	9000	1	134954685		Brady Tom 0.000 N F 20



2009 Spring Attendance Collection – File Upload

REPORTING SPRING ATTENDANCE (OPTION 2)

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select **MT Data Upload**. From the **Import Type**, select **Attendance – Spring Count**. Under **Work to Perform**, select **Validate and Test**. Browse for the file and click **Upload**.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to **Load Partial File** and upload the file.





2009 Spring Attendance Collection – File Upload

REPORTING SPRING ATTENDANCE (OPTION 3)

Default All Students to Full Time Enrolled:

From the **NAVIGATION TOOLS**, select **MT State Reporting** and **MT Extracts**.

From the **Extract Type**, select **Attendance – Spring Count**. **Format** should default to **State Format (TSV)**. Select the school(s) from the current year's calendar.

Click **Generate Extract**. Save the file.

From the **NAVIGATION TOOLS**, select **MT State Reporting** and **MT Data Upload**. From the **Import Type**, select **Attendance – Spring Count**. From the **Work to Perform**, select **Load Partial File**. Browse for the file and select **Upload**.

Note: This process defaults all students to full-time enrollment. If you have students who are less than **Full Time enrolled**, see the next slide to correct **Aggregate Hours** for those students.





2009 Spring Attendance Collection – File Upload

REPORTING SPRING ATTENDANCE (OPTION 3)

Adjustments to Aggregate Hours:

From the **NAVIGATION TOOLS**, select **Student Information** and **General**. Click on the **ENROLLMENT** tab. Open the current enrollment record by clicking on the **Edit Notepad** icon.

Expand the **State Reporting Fields** and scroll to the **Attendance and Enrollment Information**. If the student is less than full time enrolled, change the **Aggregate Hours** from **F: 720+ hours** to the student's actual enrollment status.

Full Time – **F: 720+ hours**

Three-Quarter Time – **T: 540-719 hours**

Half Time – **H: 360-539 hours**

One-Quarter Time – **Q: 180-359 hours**

Less Than One-Quarter Time – **N: 0-179 hours**

Click **Save**.

Wayne, John
Grade: 05 #574083734 DOB: 05/26/1997 Gender: M

Summary | **Enrollments** | Programs | Assessment

Save X Delete Print Enrollment History New

Cohort End Year

State Reporting Fields

State Exclude ☐ Serving District Resident District

Attendance and Enrollment Information

Fall Attendance Count

Fall Aggregate Hours of Inst. Fall Absent 0.000

Spring Attendance Count

Spring Aggregate Hours of Inst. Spring Absent 0.000

Attendance Count

F: 720+ hours of Inst. Testing Absent 0.000

T: 540 to 719 hours of Inst. 10+ days unexcused absences 2nd sem ☐

H: 360 to 539 hours of Inst.

Q: 180 to 359 hours of Inst.

N: 0 to 179 hours of Inst.

Change the Aggregate Hours to reflect the student's enrollment status





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REPORTING FALL ATTENDANCE (OPTION 3)

Entering Spring Absent Information:

From your local student information system, generate a list of all students absent on the *Count Date* (February 2, 2009).

From the **NAVIGATION TOOLS**, select **Student Information** and **General**. Type the name of a student or click **Go** for a list of all students. Select a student who was absent on the *Count Date*. Click on the **ENROLLMENTS** tab.

Open the student's current enrollment record by clicking on the **Edit Notepad** icon. Expand the **State Reporting Fields**. Scroll down to the **Attendance and Enrollment Information**. Enter the student's absence in the **Spring Absent** field (e.g., full absence = 1.000, half-day = 0.500).

If a student was absent 11 or more consecutive days prior to and including the *Count Date*, enter 1.000 for **Spring Absent** and check the **Exclude Spring ANB – 10 Day Rule** box.

Click **Save**.

Wayne, John
Grade: 05 #574083734 DOB: 05/26/1997 Gender: M
Summary Enrollments Programs Assessment
Save X Delete Print Enrollment History New
Cohort End Year
State Reporting Fields
State Exclude Serving District Resident District
Attendance and Enrollment Information
Fall Attendance Count
Fall Aggregate Hours of Inst. Fall Absent 0.000
Spring Attendance Count
Spring Aggregate Hours of Inst. Spring Absent 0.000
Test Window Attendance Count
Testing Aggregate Hours of Inst. Testing Absent 0.000
10+ days unexcused absences 1st sem 10+ days unexcused absences 2nd sem
Title I Targeted Assistance Program

Enter the portion of the day the student was absent

Wayne, John
Grade: 05 #574083734 DOB: 05/26/1997 Gender: M
Summary Enrollments Programs Assessment
Save X Delete Print Enrollment History New
Cohort End Year
State Reporting Fields
State Exclude Serving District Resident District
Attendance and Enrollment Information
Fall Attendance Count
Fall Aggregate Hours of Inst. Fall Absent 0.000
Spring Attendance Count
Spring Aggregate Hours of Inst. Spring Absent 1.0
Test Window Attendance Count
Testing Aggregate Hours of Inst. Testing Absent 0.000
10+ days unexcused absences 1st sem 10+ days unexcused absences 2nd sem
Title I Targeted Assistance Program


Students absent 11 or more consecutive days prior to and including the Count Date, check Exclude ANB

Exclude Spring ANB - 10 Day Rule





2009 Spring Attendance Collection – File Upload

 Appendix B: Enrollment End Status		
CODE	NAME	DEFINITION
100	End of year, returning to same school next year	Exit at end of school year. Will return to same school next year.
105	Change in grade level during regular school year	A student who changes grade level during the school year.
110	Promoted to another school in the same district	A student who enters another school after successful completion and promotion from the highest instructional level of the current school to the next higher level. Example: 8 th grade student enters High School when promoted to grade 9.
120	Transfer to a public school in the same district	A student who transfers from a public school that is located within the administrative boundaries of the same local education agency.
130	Transfer to public schl under NCLB schl choice	Student exercised option to transfer to another school from a Title I school, within the same district that had been identified as "in need of improvement", in "corrective action" or in "restructuring" under NCLB requirements. The NCLB Act gives parents the opportunity to transfer their children to a school that has not been so identified.
140	Transfer to public schl in another district in MT	A student who transfers from a public school that is located within the administrative boundaries of another local education agency in the state of Montana.





2009 Spring Attendance Collection – File Upload

CODE	NAME	DEFINITION
150	Transfer to a MT state-funded school	Transfer to a state-funded school. Examples: the Montana School for the Deaf and Blind or a school under the Department of Corrections.
160	Transfer to a private school in the state	Transfer to a private school in the state.
170	Transfer to a home school in the state	Transfer to a home school in the state.
180	Transfer to a school out of state	Transfer to a school out of state.
190	Transfer out of the country	Transfer to a school out of the country (other than foreign exchange students).
210	Medical care or treatment, eligible to return	Student has long-term medical condition, or is in drug treatment or rehabilitative center that prevents them from receiving services, but is eligible to return to school.
220	Enrolled in a foreign exchange program	Student is enrolled in a foreign exchange program, and is eligible to return to school in the United States.
240	Withdrawn, under age for compulsory school att	Students are under the age for compulsory attendance and are withdrawn from the school (but are eligible to return).
250	Expelled, eligible to return	The student is expelled by an action of the school board of trustees from all school settings for the duration of the expulsion. The student is expected to re-enroll prior to the official fall count date of the next school year (if the student does not re-enroll they are considered a dropout).
260	Unknown (grades PK-6, UE)	Students in grades PK-6 and UE who exit school for an unknown reason. These students are not considered dropouts.





2009 Spring Attendance Collection – File Upload

CODE	NAME	DEFINITION
295	Dropped out, subsequent re-enrollment	Student dropped out, but re-enrolled and returned to school. These students are not considered dropouts.
300*	Withdrew for personal or academic reasons*	Student withdrew for personal or academic reasons.
310*	Exceeded age requirement set by district policy*	Student exceeded maximum age requirement set by district policy.
320*	Removed or Expelled, without option to return*	Student was removed from the education system, without choice, for reasons other than health and is not expected to return (Examples: adult corrections, removed by court order, permanently expelled).
330*	Withdrew to enroll in non-diploma program*	Student enrolled in adult education or some type of education program that does not lead toward a diploma (including GED, military, Job Corps and Youth Challenge).
340*	Unknown*	Students are not enrolled and their status is unknown (including students dropped from the rolls for excessive truancy, students were absent 10 or more consecutive days and students that moved without providing further information on their educational status).
400	Graduated	A student who has met the state and local requirements for graduation.
420	Completed school with other credentials	A student who has received a certificate of completion or attendance in lieu of a high school diploma.
500	Student died	Student Died.






2009 Spring Attendance Collection – File Upload

CODE	NAME	DEFINITION
510	Student is permanently incapacitated	Student is permanently incapacitated.
*These codes are considered drop-out codes when used for students in Grades 7-12, UM or UH. Note that the asterisk should not appear in the code or description in the application.		



2009 Spring Attendance Collection – File Upload

 Appendix C: Dropout Reason Codes		
CODE	NAME	DEFINITION
01	Academic Difficulty	The student left school because of academic difficulty or lack of engagement.
02	Attendance Difficulty	The student left school because of difficulty with attendance/absenteeism and credit policy.
03	Economic Reasons	The student left school because of economic reasons, including inability to pay school expenses and inability of parents to provide suitable clothing.
04	Employment	The student left school to seek or accept employment, including employment required to support parents or other dependents.
05	Expelled	The student was required to leave school by action of the board of trustees, and will not be allowed to return, or did not return after the expulsion period ended.
06	Illness	The student left school because of illness.
07	Job Corps or Similar Program	The student left school to join the Job Corps or similar program.
08	Language Difficulty	The student left school because he or she was experiencing difficulty with language.
09	Marriage	The student left school because of marriage.
10	Military	The student left school to join the military.
11	Needed at Home	The student left school to help with work at home, including work on the family farm.





2009 Spring Attendance Collection – File Upload

CODE	NAME	DEFINITION
12	Over Compulsory Age	The student left school because he or she was over the age that a student is legally required to attend school (the latter of age 16 or 8 th grade completion).
13	Pregnancy	The student left school because of pregnancy.
14	Poor Personal Relationships	The student left school because of poor personal relationships with students, teachers and/or administrators.
15	Reached Maximum Age Set by District Policy	The student reached the maximum age of attendance as determined by school district policy.
16	Other Known Reason	The student left school, or was required to leave, for some known reason other than those listed.
17	Unknown Reason	The student left school for a reason which is not known.
18	GED (Pursuing)	The student left school to obtain a GED (not including school approved GED programs).
19	Suspended, Did Not Return	The student was suspended, but did not return after the suspension ended.





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USING STUDENT LOCATOR

The Student Locator function in the AIM System is used to locate students that have already been assigned a State Student ID number. The Student Locator function is the best practice for enrolling new students. Understanding how the Student Locator works, however, is essential for avoiding the duplicate of State Student ID numbers.

Q: *How does the Student Locator work?*

A: The Student Locator works by matching the name entered to an existing name in the AIM system based upon the principals of Soundex. Soundex is a phonetic coding system that matches names based upon pronunciation, regardless of minor differences in spelling. You must enter Last Name, First Name and Gender to search for a student.

Q: *What are the limitations of the Student Locator?*

A: The Student Locator successfully locates most entries. However, if a student is entered into the AIM system (or the enrolling district is attempting to enroll the student) with a name other than their legal name (step-parent's last name, hyphenated last name, nickname, etc.) the Student Locator will not always return a match. If you know that a student has been previously enrolled in a Montana School District, try searching by other names used, nickname, etc.

Q: *What if I still cannot find a match using Student Locator?*

A: If a student was previously enrolled in a Montana School District, and you are unable to locate that student's State ID number, call a member of the OPI AIM Staff for assistance. We have the ability to search the entire state database to help you locate that student's State ID number.



2009 Spring Attendance Collection – File Upload

EXCEL TIPS AND TRICKS

Excel Issue	Example	Correction
Column should be two digits in length (zero padding)	The Start Status field needs to be 02, not 2	Highlight the column that requires zero padding. From the Toolbar Menu , select Format Cells . Under Category , select Custom . Delete the word <i>General</i> and type "0#" (zero and a pound symbol).
Column should be four digits in length (zero padding)	The District field needs to be 0001, not 1	Highlight the column that requires zero padding. From the Toolbar Menu , select Format Cells . Under Category , select Custom . Delete the word <i>General</i> and type "000#" (three number zeros and a pound symbol).
The dates must be in mm/dd/yyyy format	The Date needs to be 07/01/2007, not 7/1/07	Highlight the column that requires zero padding. From the Toolbar Menu , select Format Cells . Under Category , select Custom . Delete the word <i>General</i> and type mm/dd/yyyy.
The file must be saved as a Text (tab delimited file)	The file is in CSV or Excel format, not a text file format	From the File Menu , click Save As . In the Save as type box, choose <i>Text (tab delimited)(*.txt)</i> . Enter the file name with the extension *.tsv or *.txt
Unable to view file extensions	My file won't upload correctly, and I cannot see the file format extension	Choose Control Panel, Folder Options . Click on the View tab. Uncheck the box next to <i>Hide extensions for known file types</i> . Click OK.

